



Santa Paula Unified School District

201 South Steckel Drive, Santa Paula, California 93060 (805)933-8800

Authorization for temporary removal of district property for school related tasks including instructional development. District property and equipment may not be used for personal reasons.

I understand that upon theft, loss or damage, I am personally obligated to have the item repaired or replaced. Also, I agree that in case of theft a police report will be taken and provided to the District.

I further understand and agree that I will not allow any other person to use or take possession of this equipment. I will abide by the district's acceptable use policy which is attached.

Employee Signature: _____

Administrative/District Signature: _____

Employee Name: _____

Employee Title: _____

Employee Site: _____

Description of items to be temporarily taken off campus:

Item Make/Model	Serial #	Asset Tag #	Removed:		Returned:	
			Date	Initial	Date	Initial

Homeowners or Renters Insurance company providing coverage for this item: (Insurance must include coverage for the item in question or a rider must be added)

Homeowners or Renters Insurance policy number:

The original form will be kept in the Administrative Office of the school.



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Santa Paula Unified School District **STAFF ACCEPTABLE USE POLICY**

The Santa Paula Unified School District, hereinafter referred to as SPUSD, provides quality services and support for life-long learning opportunities. SPUSD collaborates to build relationships with local educational institutions and other government and private sector entities to provide leadership, service, and support for all learners. This will be accomplished through the following four goals:

1. Provide, promote, and support environments that result in world-class learning;
2. Secure and develop resources (human, fiscal, and information) that support and promote our mission;
3. Develop and maintain an organization based on teamwork, trust, communication, commitment, and competence; and
4. Optimize customer satisfaction.

SPUSD has a strong commitment to providing a quality education for its students, including access to and experience with technology. SPUSD's goals for technology in education include promoting educational excellence in schools by facilitating resource sharing, innovation, and communication; providing appropriate access to all students; supporting critical and creative thinking; fully integrating technology into the daily curriculum; promoting collaboration and entrepreneurship; and preparing students and educators to meet the challenge of a highly technological and information-rich society.

SPUSD recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. SPUSD provides a wide range of technological resources, including staff Internet access for the purpose of advancing the educational mission of SPUSD. All employees are expected to learn and use the available technological resources that will assist them in the performance of their job responsibilities. The level of access provided coincides with the requirements of each employee's job functions. These resources are provided at the public's expense and maintained by SPUSD and therefore are to be used by members of the SPUSD community with respect for the public trust through which they have been provided. SPUSD intends to maintain a nonpublic forum, and the forums created by use of its technological equipment are reserved for SPUSD's intended purposes.

SPUSD periodically updates technology standards according to District Policies and Administrative Regulations. Staff members who agree to abide by these defined standards will have access to appropriate, available resources, with guidance and support provided by the Technology Services Department.

District Policy 4040 established ethical standards for the use of technology and technological resources in our schools and offices. District policies apply to all SPUSD staff, whether or not they come into direct contact with students, and cover all technology used while acting in their capacity as a SPUSD staff member. This Acceptable Use Policy provides direction regarding the appropriate and inappropriate use of technology:

- During the performance of duties;
- While at a SPUSD location; and/or
- While using SPUSD equipment and/or accessing SPUSD resources.

Successful operation of such resources requires that all users conduct themselves in a responsible, confidential, ethical, decent, and polite manner, consistent with SPUSD Mission and Goals, as well as existing and applicable statutes. This Acceptable Use Policy does not attempt to articulate all required or prohibited behavior by users. Additional guidance and support is provided by the Technology Services Department.



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This document provides direction to SPUSD employees regarding electronic communications such as electronic mail, social networking, and publishing web pages on the Internet through SPUSD or other web servers. Considerations reflected in this document are:

1. Protecting the welfare of children;
2. Protecting every individual's right to privacy;
3. Protecting intellectual and property rights;
4. Respecting the rights of children's parents/guardians;
5. Assuring web resources are used to promote SPUSD's educational goals; and
6. Assuring web resources are of the highest quality and are organized, well-designed, and easy to navigate.

Unacceptable behaviors include but are not limited to: creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright, including software, published texts, and student work; political and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material that a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

SPUSD employees must follow SPUSD protocols when using SPUSD technological resources. Modification of such resources must be accomplished with guidance and support provided by the Technology Services Department. For example, a SPUSD employee may not download any software or electronic files without approval by SPUSD. An employee may not intentionally interfere with the normal operation of the network, including the propagation of computer viruses and unsanctioned high-volume network traffic that substantially hinders others in their use of the network. This includes causing congestion or disruption of the SPUSD network through inappropriate downloads of large files, streaming audio/video, or other such activities. A SPUSD employee may not examine, change, or use another person's files, output, records, or user name for which they do not have explicit authorization. A SPUSD employee may not perform any other inappropriate uses identified by the Director of Technology.

SPUSD employees, during the performance of duties, must obey all applicable laws and must follow rules of professional conduct. SPUSD is committed to meeting the provisions established in the Family Educational Rights and Privacy Act (FERPA), which protects the rights of students regarding education records. SPUSD is committed to meeting the provisions established in the Health Insurance Portability and Accountability Act (HIPAA), which protects the rights of students and employees regarding protected health information. When technology resources are used to transmit confidential information about students, employees, and/or SPUSD business, all appropriate safeguards must be used.

SPUSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, SPUSD uses appropriate filtering technology to monitor and screen access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. In compliance with California legislation and E-Rate¹, SPUSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism. SPUSD provides for the education of minors about Internet safety, including appropriate online behavior that encompasses interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness and response, and protecting online privacy and avoiding online predators.

¹ Part of the Telecommunications Act of 1996, E-Rate is a FCC program operated by Universal Service Administrative Company (USAC) that provides discounts for schools and libraries for telecommunication and Internet access services through Universal Service Funds. Discount eligibility is based on the poverty level of students and urban/rural status of the school.



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A SPUSD employee, acting in an individual capacity and outside the scope of employment, may, during nonworking time, express views and opinions that do not necessarily state or reflect those of SPUSD. Any such expression shall neither state nor imply that it is made on behalf of SPUSD. A SPUSD employee shall not communicate information otherwise prohibited by SPUSD policy or procedures using technological resources.

A SPUSD employee does not have an expectation of privacy in workplace electronic communications. Computer files and communications over electronic networks, including e-mail, voice mail, and Internet access, are not private. To ensure proper use, the Superintendent/designee may monitor SPUSD's technological resources, including but not limited to e-mail, voice mail systems, and Internet usage, at any time without advance notice or consent and may copy, store, or delete any electronic communication or files and disclose them to others as it deems necessary or required by law. A SPUSD employee acting within the scope of employment, should conduct SPUSD business only on SPUSD sanctioned systems. A SPUSD employee may not consume time on non SPUSD business, and the employee's use of SPUSD equipment is expected to be related to SPUSD's goals of educating students and/or conducting SPUSD business. SPUSD recognizes, however, that some personal use is inevitable and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with SPUSD business, and is not otherwise prohibited by SPUSD policy, procedure, or statute.

Although SPUSD will make a concerted effort to protect staff from adverse consequences resulting from use of SPUSD technology resources, all users must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities. Users are ultimately responsible for their actions in accessing and using SPUSD computers and/or mobile devices and the SPUSD network. SPUSD accepts no liability relative to information stored and/or retrieved on SPUSD owned technology resources. SPUSD accepts no liability for employee-owned technology resources used on SPUSD property.

SPUSD employees are expected to review, understand, and abide by the policies described in this document and the accompanying procedures provided by the Technology Services Department. The employee's signature at the end of this document is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance. All employees must review and sign SPUSD's Acceptable Use Policy annually. SPUSD supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent. Signed Acceptable Use Policies are kept on file at SPUSD. Any employee who violates any provision of this Acceptable Use Policy shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action, up to and including termination or criminal prosecution by government authorities.

Santa Paula Unified School District
STAFF ACCEPTABLE USE POLICY
Acknowledgement

I have read and understand this Acceptable Use Policy.

Employee Name: _____
(printed)

Employee Signature: _____

Date: _____